



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

April 11, 2003

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-54

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Report of ISIS HR Aged Outstanding Payroll Checks

Attached is the ISIS HR Aged Outstanding Check Report for period ending 12/31/02. This report lists the outstanding ISIS HR payroll checks (regular and off-cycle) for your agency and reflects outstanding payroll checks dated through 12/31/02 that have not been paid as of 02/28/03.

By June 30, 2003, each agency must:

1. Make a reasonable effort to locate as many employees having amounts over \$50.00 as possible. It should be noted that the State Treasurer's Office is not required to publish notice of any items which are less than \$50.00, and agencies are **NOT REQUIRED** to clear these checks.
  - a. If the payee finds the check, request that he/she deposit it with his/her bank or negotiate with Bank One (bank on which the check is drawn on) immediately.
  - b. If the payee cannot find the check, a stop pay request, and a Replacement or Reversal request will be required. See OSUP Memorandum #2003-40.
  - c. If the payee cannot be located after reasonable effort by the agency, **retain the unclaimed check(s) with the agency's copy of the report**. Any checks that have remained unclaimed by the employee for more than one (1) year are presumed abandoned and will be remitted to the State Treasurer's Office Unclaimed Property Division. Contact State Archives for abandoned check retention schedule for your agency.

**NOTE:** The IRS now has a service to have letters forwarded free-of-charge to less than 49 former employees to let them know that they have unclaimed wages. Please review the information at [http://www.americanpayroll.org/epayx0301/feature1\\_0301.html](http://www.americanpayroll.org/epayx0301/feature1_0301.html) to see if this would be beneficial for your agency to notify employees of outstanding checks.

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2. Indicate in the Status Code column on the report the status of each check by using the following codes:

Code A = Payee has the check and will negotiate it promptly.

Code B = Payee has misplaced the check; a stop pay request, replacement or reversal request will be submitted to OSUP.

Code C = Payee cannot be located after reasonable effort by the agency.

Code D = Status of check fits none of the above. State the reason on the report.

3. Submit one copy of the completed Aged Outstanding Check Report and signed letter of Certification (OSUP/F25) for each agency to the Office of State Uniform Payroll before the established deadline. **NOTE:** Letter of Certification must be signed by your department head.
4. Retain one copy for agency use.

**DO NOT forward to OSUP aged checks issued to employees who are unable to be located. Any checks issued to employees in error should be voided (Reversed) per instructions in OSUP Memorandum #2003-40, dated December 13, 2002.**

For additional information, please contact Orneatha Wright at (225) 342-5357. Your cooperation is appreciated.

JWC:OSW: kmb

Attachments (Agency Specific)